



**Emerson Valley School**

*Aiming High, Caring For All*

# **EMERSON VALLEY SCHOOL**

## **BREAKFAST CLUB AND AFTER SCHOOL CLUB POLICY**



Date	Author(s)	Notes on Revision/s	Authorised by (date)
08/09/2020	Iain Mortimer	Policy created	S. Mathison 14/09/20
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## 1 INTRODUCTION

The Breakfast and After-School club is run by Emerson Valley Junior school and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7:45am to 8:40am and 3:20pm to 5:45pm during the term time and the costs for each session can be obtained from the school office. A copy of this policy is available on our school website.

All parents must complete a registration form and agree to the terms and conditions, adhering to this policy.

## 2 ADMISSIONS

- Only children attending Emerson Valley Junior School are eligible to attend either club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- This policy is available to view via our school website.
- Non-contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process. The parent/carer must give the school at least 1 days notice of this.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## 3 ARRIVAL AND DEPARTURE

### 3.1 Breakfast club

- The children will need to be dropped off at the front office. They will need to wait with their parents there until the staff members let them into the school at 7:45AM.
- Under no circumstances should the child be left before 7:45AM.
- The children will then be sent to their classrooms at 8:40AM.

### 3.2 After school club

- The children will be collected from the office. The parents will need to ring the buzzer in the school office. There will be hand sanitiser in the school office for parents to use. They will need to wait in the foyer and the staff will bring the children out to them.
- The parents must inform the staff in advance if there is a different person collecting their child to the usual adult.

## 4 DAILY ROUTINE

### 4.1 Breakfast club

7.45 Doors open

8.00 - 8.30 Breakfast served

8.00 - 8.30 Outdoor play (weather permitting)



8.00 - 8.30 Art/Soft play/Board games/Nintendo Ds

8.30 - 8.40 Hand sanitising and collect belongings for class

8.40 Dismissed to class via the playground

## 4.2 After school club

3.20 Club opens

3.30 - 4.30 food served

4.30 - 5.30 Outdoor play (weather permitting)

4.30 - 5.30 Art/Soft Play/Board games/Nintendo DS/Homework stations/Films

5.30 - 5.45 Tidy up time

5.45 Club Closed

## 5 BEHAVIOUR

During the Breakfast Club and the After School Club, the school's behaviour policy will apply.

- If the children display persistent cloud and grey cloud behaviours, a conversation will be had with their parents and the child will be given a reminder that if the behaviours continue, it could lead to a short term removal from the club.
- If the children display thundercloud behaviour on more than one occasion, this could lead to a temporary removal from the club for a period of time determined by the staff at the club. This will be made at the discretion of the staff member leading the club.
- If the thundercloud behaviour persists or the behaviours shown are extreme and cause the safety of the child or other children to be compromised, a conversation with the Senior Leadership Team will be had and then a discussion will ensue with the parents to determine whether the child will be allowed to continue attending the club.
- This aspect links to the Behaviour policy and the SEND policy.

## 6 FIRST AID

- There will always be at least one member of the Breakfast club and After school club that is on site that is qualified to administer first aid.
- All first aid treatment will be recorded in the first aid book.
- Any children who become unwell at the club and require collection immediately by the parents/carers will have their parents/carers contacted and asked to come and collect them.
- If any children require emergency treatment, the emergency services will be called and their parents contacted.

## 7 MISSING OR UNCOLLECTED CHILDREN

In the event a child doesn't turn up to after school club, a member of staff will alert the office staff or SLT who will then look for the child in the school building. If the child is not there, a phonecall will be made to parents to check that the child hasn't been collected. After this, the usual school protocol will be enforced to look for the child.

If a child is not collected by 5:45pm, the child's parents/carers will be called. The staff will wait until 5:55pm before a follow up phonecall is made. If the child is still not collected by 6pm, the Designated Safeguarding Lead will be contacted.



Late Pick up charges will be issued at £5.00 for every 5 minutes that the parents are late unless in exceptional circumstances agreed by the senior leadership team.

## 8 PAYMENT OF FEES

All Payments must be made in advance.

Bookings and Payments must be made by Parent Mail. If you would like to pay with Childcare Vouchers please let the office know so that your Parent Mail Account can be set up to enable this.

In the event of fees not being paid each month (by direct payment or via childcare vouchers), your child will no longer be able to attend the club until the account has been cleared.

Refunds will only be offered if the club is forced to close due exceptional circumstances. There will be no refunds due to non-attendance due to illness or non-attendance at school.

Please communicate with us if you are booking your child onto an after-school activity e.g. a sports club, so that you aren't charged for the after-school provision and the sports club. If a child is attending the after-school club following the sports club, they will still be charged.